



Consulting Group

475 14<sup>th</sup> Street, Suite 500 Oakland, CA 94612-1900

November 22, 1999

Bob Martin  
Export Finance Systems, Inc.  
44 Montgomery Street, Suite 1308  
San Francisco, CA 94104

Dear Bob,

Thank you for providing BASE Consulting Group, Inc. (BASE) with the opportunity to propose our services to you. Attached is an outline detailing how we would like to approach this project and the associated costs of utilizing our services to do this.

**Scope of Services**

Work with InfoRespond to verify reasonableness and completeness of all design documents pertaining to the EFS Version 3.0 development and implementation project. In addition, we will identify areas of the project that present risks or that could be improved upon, and make recommendations as necessary to ensure that due diligence is taken to mitigate such risks. The deliverables from BASE will include documentation of any issues or risks that may arise as a result of our review, as well as appropriate communication of those issues with InfoRespond and EFS.

**BASE's Contribution**

BASE is uniquely qualified to assist InfoRespond in the development of EFS Version 3.0. One of our key strengths is that we understand business processes and business information, as well as the standard tasks and deliverables of a technical systems development project. We will provide an objective project analysis independent of any vendor influence.

**Fees and Timing**

Our fees are based upon standard hourly rates multiplied by the hours to complete the project. Based upon our understanding of the scope of the project, as outlined in the Workplan section below, we estimate professional fees for review and oversight of the EFS Version 3.0 project at \$3,900 with out-of pocket expenses of \$200. The total estimated project cost including expenses is \$4,100.

The proposed fees and timing are an estimate based upon our high-level understanding of the requirements as defined to date. Should we anticipate that the hours required would exceed this estimate, you will be notified immediately, and no hours over this estimate will



be billed without prior authorization from you. In addition to the professional fees for actual hours worked, BASE will bill for actual out-of-pocket expenses incurred.

For your budgetary purposes, we have included a line item for estimated expenses equal to 5% of the total professional fees listed in the above schedule. Estimated expenses include items such as mileage from our office in Oakland to your facility and any other reasonable and pre-approved expenses, which BASE may incur on this project.

### Workplan

Deliverables	Hours	Fees
Review and Analysis (Jeff Allen discounted to \$150/hr)	20	\$3,000
Project Advisement (Jim Wirth discounted to \$150/hr)	6	\$900
Total Professional Services		\$3,900
Estimated Out-of-pocket Expenses (billed only as incurred)		\$200
Estimated Project Cost		\$4,100

Bob, thank you again for engaging BASE Consulting Group to assist you with your business needs. If you have any questions, please call me at (510) 628-3300.

Sincerely,

A handwritten signature in cursive script that reads "James F. Wirth".

James F. Wirth  
Managing Director  
BASE Consulting Group, Inc.